

Muskegon Public Schools School Emergency Drills Documentation Form

School Year: 2018-19

Building: <input type="checkbox"/> Glenside <input checked="" type="checkbox"/> Lakeside <input type="checkbox"/> Marquette <input type="checkbox"/> MCEC <input type="checkbox"/> MHS <input type="checkbox"/> MMS <input type="checkbox"/> Nelson <input type="checkbox"/> Oakview	Name of Person Coordinating Drill: GEOFF ZETLOW
Date of Drill: 9-6-18	Title of Person Coordinating Drill: DEAN OF STUDENTS

TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required	9-6-18 1:00pm			

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL

Exact time required to evacuate building/shelter/secure	— minutes
Total # of participants including guest, itinerant staff	# 3

This drill report is documentation for emergency drill (circle one) 1 2 3 4 5 6 7 8 for the current school year.

Remarks:

DRILL COORDINATION

(Signature of person coordinating drill) _____ Date 9-6-18

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940
- Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

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Date of Drill: 9-13-18	Title of Person Coordinating Drill: DEAN OF STUDENTS

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required; At least 3 by December 1 At least 2 after December 1	9-13-18 2:00pm			
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	5 minutes
Total # of participants including guest, itinerant staff	# 440
This drill report is documentation for emergency drill (circle one) # <u>1</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks: GREAT DRILL!	

DRILL COORDINATION

(Signature of person coordinating drill)	9-13-18 Date
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- | | |
|-------------------|---|
| School: | <input type="checkbox"/> Please fax completed drill form to the Office of Student Services immediately following drill 720-2066 |
| Student Services: | <input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)
<input type="checkbox"/> Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
Attn: Emergency Services Coordinator @ 777-9940 |
| OTR: | <input type="checkbox"/> Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years |

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Date of Drill: <i>10/9/18</i>	Title of Person Coordinating Drill: <i>Dean of Student</i>

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1		<i>2:30 pm</i>		
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	<i>2</i> minutes <i>10</i> SECONDS
Total # of participants including guest, itinerant staff	# <i>440</i>
This drill report is documentation for emergency drill (circle one) # 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 for the current school year.	
Remarks:	

DRILL COORDINATION

(Signature of person coordinating drill) _____ Date *10/9/18*

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- OTR: Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940
- Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

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Date of Drill: 10/12/18	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1	10:00			
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL

Exact time required to evacuate building/shelter/secure	— minutes
Total # of participants including guest, itinerant staff	# 440

This drill report is documentation for emergency drill (circle one) 1 2 3 4 5 6 7 8 for the current school year.

Remarks:

DRILL COORDINATION


 (Signature of person coordinating drill)

Date 10/12/18

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
 Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
 Attn: Emergency Services Coordinator @ 777-9940
- OTR: Please post completed report on school bldg. website within 30-school days of drill.
 Must be maintained for 3-years

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Date of Drill: 10/22/18	Title of Person Coordinating Drill: DEAN

TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required; At least 3 by December 1 At least 2 after December 1		2:30		
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL

Exact time required to evacuate building/shelter/secure	3 minutes
Total # of participants including guest, itinerant staff	# 440

This drill report is documentation for emergency drill (circle one) #1 2 **3** 4 5 6 7 8 for the current school year.

Remarks:

DRILL COORDINATION

(Signature of person coordinating drill) _____ Date 10/22/18

- | | |
|-------------------|---|
| School: | <input type="checkbox"/> Please fax completed drill form to the Office of Student Services immediately following drill 720-2066 |
| Student Services: | <input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)
<input type="checkbox"/> Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
Attn: Emergency Services Coordinator @ 777-9940 |
| OTR: | <input type="checkbox"/> Please post completed report on school bldg. website within 30-school days of drill.
Must be maintained for 3-years |

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Date of Drill: 11/5/18	Title of Person Coordinating Drill: Dean

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required	2:30 pm			
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	2 minutes
Total # of participants including guest, itinerant staff	# 440
This drill report is documentation for emergency drill (circle one) <u>1</u> 2 3 4 5 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION

(Signature of person coordinating drill) _____ Date 11/5/18

- School: _____
- Student Services: _____
- OTR: _____
- Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
 - Forward completed drill form to OTR secretary (Office of Technology and Research)
 - Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940
 - Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

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Date of Drill: 1/10/19	Title of Person Coordinating Drill: Dean of students

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required; At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required	9:00 am			

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	— minutes
Total # of participants including guest, itinerant staff	# 3
This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 6 7 8 for the current school year.	
Remarks:	

DRILL COORDINATION

[Signature]
1/10/19

- | | |
|-------------------|---|
| School: | <input type="checkbox"/> Please fax completed drill form to the Office of Student Services immediately following drill 720-2066 |
| Student Services: | <input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)
<input type="checkbox"/> Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services
Attn: Emergency Services Coordinator @ 777-9940 |
| OTR: | <input type="checkbox"/> Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years |

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Date of Drill: 1/10/18	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1				
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1	9:45 am			
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
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DRILL DETAIL

Exact time required to evacuate building/shelter/secure	1 minutes
Total # of participants including guest, itinerant staff	# 450

This drill report is documentation for emergency drill (circle one) #1 2 3 4 5 6 7 8 for the current school year.

Remarks: GREAT Drill!!

DRILL COORDINATION

[Signature]
 (Signature of person coordinating drill)

Date 1/10/18

- | | |
|-------------------|--|
| School: | <input type="checkbox"/> Please fax completed drill form to the Office of Student Services immediately following drill 720-2066 |
| Student Services: | <input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)
<input type="checkbox"/> Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940 |
| OTR: | <input type="checkbox"/> Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years |

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Date of Drill: 6/6/19 (for 3/29/19)	Title of Person Coordinating Drill: Dean of Students

TYPE & TIME OF DRILL				
Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required: At least 3 by December 1 At least 2 after December 1	9:15 6/6/19	Class Change → specials		
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL	
Exact time required to evacuate building/shelter/secure	3 minutes !!
Total # of participants including guest, itinerant staff	# 450
This drill report is documentation for emergency drill (circle one) # 1 2 3 4 5 6 7 8 for the current school year.	
Remarks: <div style="font-size: 1.5em; font-family: cursive;">Awesome!!</div>	

DRILL COORDINATION

Zietlow
6/6/19
 (Signature of person coordinating drill) Date

- School: Please fax completed drill form to the Office of Student Services immediately following drill 720-2066
- Student Services: Forward completed drill form to OTR secretary (Office of Technology and Research)
- Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940
- OTR: Please post completed report on school bldg. website within 30-school days of drill. Must be maintained for 3-years

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Date of Drill: 6/7/19 (for 5/30/19)	Title of Person Coordinating Drill: DEAN OF STUDENTS

TYPE & TIME OF DRILL

Type of Drill	Time of Drill			
	Standard	Class Change	Lunch/Recess	Other Time
Fire Drill Minimum of 5 required; At least 3 by December 1 At least 2 after December 1	9:30 6/7/19			
Tornado Drill (Severe Weather) Minimum of 2 required				
Lock Down/Shelter in Place Drill ** Minimum of 2 required At least 1 by December 1 At least 1 after January 1				
AED/Cardiac Emergency Response (Automated External Defibrillator) Minimum of 1 required				

- At least 1 of the above performed drills is required to occur during a lunch or recess period or at another time when a significant number of the students are gathered but not in the classroom
- Schools shall not conduct a drill at a time that would interfere with the conducting of a state mandated assessment
- A Lockdown/Shelter in place drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

DRILL DETAIL

Exact time required to evacuate building/shelter/secure	4 minutes
Total # of participants including guest, itinerant staff	# 450

This drill report is documentation for emergency drill (circle one) # 1 2 3 4 5 6 7 8 for the current school year.

Remarks: Great Job!!

DRILL COORDINATION

(Signature of person coordinating drill)	Date 6/7/19
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- | | |
|-------------------|--|
| School: | <input type="checkbox"/> Please fax completed drill form to the Office of Student Services immediately following drill 720-2066 |
| Student Services: | <input type="checkbox"/> Forward completed drill form to OTR secretary (Office of Technology and Research)
<input type="checkbox"/> Fax completed LOCKDOWN drill form to the Office of the Sheriff Emergency Services Attn: Emergency Services Coordinator @ 777-9940 |
| OTR: | <input type="checkbox"/> Please post completed report on school bldg. website within 30-school days of drill.
Must be maintained for 3-years |